

# Formatting and Assembling MCC Documents

## Technical Guidelines for Formatting and Putting Together Specific Types of MCC Documents

This Procedure provides technical information and describes the required and optional elements for the primary *interior* page types used in MCC document formatting and assembly.

## Guidance or Reference Manuals

For a detailed description of this type of document, see the “Types of Publications” sub-section of the “Presentations, Proposals, Reports and Other Documents” section in MCC’s *Standards for Corporate Marking and Branding*.

### *Basic Formatting Requirements*

In addition to the formatting requirements found in MCC’s *Standards for Corporate Marking and Branding* the following are also required:

- ★ *Required:* Publication should be formatted for one-sided printing;
- ★ *Required:* Publication should be prepared as a one color document;

### *Front Cover*

- ★ *Required:* Conform to the Front Cover (both outside and inside) *Kinkos Printing, PDE, Microsoft Word or Binder Distribution* description in the *Create MCC Document Covers* how to document.

### *Front Matter*

- ★ *Required:* Publication should not include an Inside Cover page;
- ★ *Required:* Publication should not include an About the Cover page;

- ★ *Optional:* Publication may include a Table of Contents;

## ***Content***

- ★ Use regular margins as explained in the *Create MCC Documents* how to document.

## ***Back Cover***

- ★ *Required:* Conform to the Back Cover (both outside and inside) *Kinkos Printing, PDF, Microsoft Word or Binder Distribution* description in the *Create MCC Document Covers* how to document.

## **Promotional Publications**

For a detailed description of this type of document, see the “Types of Publications” sub-section of the “Presentations, Proposals, Reports and Other Documents” section in MCC’s *Standards for Corporate Marking and Branding*.

## ***Basic Formatting Requirements***

In addition to the formatting requirements found in MCC’s *Standards for Corporate Marking and Branding* the following are also required:

- ★ *Required:* Publication should be formatted for two-sided printing;
- ★ *Required:* Publication should be prepared as a full process color (CMYK) document;

## ***Front Cover***

- ★ *Required:* Conform to the Front Cover (both outside and inside) *Professionally Printed* description in the *Create MCC Document Covers* how to document.

## ***Front Matter***

- ★ *Required:* Publication must include an Inside Cover page;
- ★ *Required:* Publication should include an About the Cover page if the cover contains an image;
- ★ *Required:* Publication must include a Table of Contents;

## ***Content***

- ★ Use wide margins as explained in the *Create MCC Documents* how to document.

## ***Back Cover***

- ★ *Required:* Conform to the Back Cover (both outside and inside) *Professionally Printed* description in the *Create MCC Document Covers* how to document.

## **Reports, Papers, and Testimony**

For a detailed description of this type of document, see the “Types of Publications” sub-section of the “Presentations, Proposals, Reports and Other Documents” section in MCC’s *Standards for Corporate Marking and Branding*.

## ***Basic Formatting Requirements***

In addition to the formatting requirements found in MCC’s *Standards for Corporate Marking and Branding* the following are also required:

- ★ *Required:* Publication should be formatted for one-sided printing;
- ★ *Required:* Publication should be prepared as a one color document;

## ***Front Cover***

- ★ *Required:* Conform to the Front Cover (both outside and inside) *Kinkos Printing, PDF, Microsoft Word or Binder Distribution* description in the *Create MCC Document Covers* how to document.

## ***Front Matter***

- ★ *Required:* Publication should not include an About the Cover page;
- ★ *Optional:* Publication may include a Table of Contents;
- ★ *Optional:* Publication may include an Inside Cover page;

## ***Content***

- ★ Use regular margins as explained in the *Create MCC Documents* how to document.

## ***Back Cover***

- ★ *Required:* Conform to the Back Cover (both outside and inside) *Kinkos Printing, PDF, Microsoft Word or Binder Distribution* description in the *Create MCC Document Covers* how to document.

# Working Papers

For a detailed description of this type of document, see the “Types of Publications” sub-section of the “Presentations, Proposals, Reports and Other Documents” section in MCC’s *Standards for Corporate Marking and Branding*.

## ***Basic Formatting Requirements***

In addition to the formatting requirements found in MCC’s *Standards for Corporate Marking and Branding* the following are also required:

- ★ *Required:* Publication should be formatted for one-sided printing;
- ★ *Required:* Publication should be prepared as a one color document;

## ***Front Cover***

- ★ *Required:* Conform to the Front Cover (both outside and inside) *Kinkos Printing, PDF, Microsoft Word or Binder Distribution* description in the *Create MCC Document Covers* how to document.

## ***Front Matter***

- ★ *Required:* Publication should not include an About the Cover page;
- ★ *Required:* Publication may not include an Inside Cover page;
- ★ *Optional:* Publication may include a Table of Contents;

## ***Content***

- ★ Use regular margins as explained in the *Create MCC Documents* how to document.

## ***Back Cover***

- ★ *Required:* Conform to the Back Cover (both outside and inside) *Kinkos Printing, PDF, Microsoft Word or Binder Distribution* description in the *Create MCC Document Covers* how to document.